



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EQUAL EMPLOYMENT OPPORTUNITY ST COORD

Job Number: 20001721

Job Code: 93040V000101

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 12/01/1984

Job Revised: 05/16/2008

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates the state affirmative action program. Responsible for the review and maintenance of the personnel system for the elimination of racial bias and to identify artificial barriers to employment of the disadvantaged. Assures compliance with federal and state equal opportunity laws and regulations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience dealing with equal employment opportunity administration, personnel administration, public or business administration or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates the state affirmative action program. Develops an affirmative action plan with specific goals for accomplishing the EEO objectives. Assists agencies in developing extensions to the state affirmative action plan. Revises the state affirmative action plan as needed. Develops and conducts training programs for EEO counselors and coordinators in the state. Investigates complaints and recommends appropriate action. Participates in the development of policies and procedures related to equal employment opportunities, ADA, diversity and sexual harassment. Coordinates the Governor's Annual EEO Conference and the Governor's Annual Diversity Day. Administers the Governor's Minority Management Trainee Program. Coordinates the EEO Job Bank Program. Serves as speaker to employer groups, governmental and private groups in interpreting the state EEO/Affirmative Action policies and programs. Reviews new and revised job specifications for cultural bias. Assigns skill codes to new job specifications. Counsels employees and reviews complaints of discrimination based on race, sex, religion, color, age, national origin and disability. Counsels agency heads and personnel executives on the proper investigative methods for handling complaints of an EEO nature. Writes and maintains various administrative records and reports such as the EEO 4 report (annual report to federal government), monthly and quarterly activity reports, the Semi-Annual Minority Hiring Report, etc. Monitors the internal mobility program. Recruit protective class candidates. Develop state government outreach job fairs at all regional universities and colleges. Serves as advisor to the Secretary of Personnel on EEO/AA/Diversity issues. Supervises two full time employees.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.